

# Microsoft Office - PowerPoint Basics

## 440 N Broad Street

## 9:00 AM to 11:30 AM

### Goals

Upon completion of this professional development, you will be able to:

- Become Familiar With the New Features of PowerPoint 2011
- Create a Presentation
- Save and Print a Presentation

### 9:00 AM – 10:00 PM

#### New Features

- Get to Know the Ribbon
  - Home Tab
  - Themes Tab
  - Tables Tab
  - Charts Tab
  - SmartArt Tab
  - Transitions Tab
  - Animations Tab
  - Slide Show Tab
  - Review Tab
- Toolbox
  - The Toolbox contains Custom Animation, Reference Tools, Scrapbook and the Compatibility Report in PowerPoint documents.

### 10:00 AM – 10:15 PM

#### Getting Started

- Microsoft PowerPoint by clicking Macintosh HD > Applications > Microsoft Office 2011 > Microsoft PowerPoint.
- View "PowerPoint Presentation Gallery". You can pick a document with a template or theme that you want and a blank document will appear to that template or theme. You can quickly insert text or other items in a blank area of a document. PowerPoint documents will automatically display the formatting tools that are necessary in creating a document.
- Your slide show starts off with one slide, and its layout is initially a simple title and subtitle. If you want, you can change the layout of your slide. PowerPoint has a number of predefined layouts that you can use. In the Home tab (more information on this new feature below) you'll notice there is a Layout button in the Home tab. Click the Layout button and you will see the different predefined layouts that you can use.
- You can edit the text in the slide by clicking on the text field, then editing the text.

#### Adding Slides

Click the New Slide button that is located in the Home tab. In the middle of the slide you will see elements you can add such as a Table, Chart, SmartArt Graphic, Image, Clip Art or a Movie File.

1. Click the New Slide button.
2. Click the thumbnail for the second slide shown on the left side of the screen to go to the second slide.

Note: To choose a layout for the slide, click the arrow next to New Slide, then click the layout that you want.

3. Type in the title "Introduction," and then click on the "Click to add text" field to start typing in some bullet points for your slide

Note: To make a good slide show, make sure your bullet points contain only small tidbits of text, not huge paragraphs. Remember that when you are giving a presentation, it is you, the speaker, who is the most important part, not the PowerPoint slide show. The slide show is nothing more than a visual aid, and as such, it's helpful to have more than just text. Insert images, flow charts, graphs or anything else that will make it easier for you to get your point across to your audience (don't flood your slide shows with content, but instead, keep it simple). Finally, you should have no more than one slide per minute of speaking.

## 10:15-11:00

### Slide Background

- There's no need to have a boring white background for your slide show. With PowerPoint, you can quickly choose a Slide Theme for your entire slide show. Click on the Themes tab, under Theme Options, click Background and choose a theme that tickles your fancy. It will automatically be applied to your entire slide show.
- Themes are applied to the entire PowerPoint presentation. It is not possible to use one theme for one slide and then use another theme for another. However, some of PowerPoint 2011's new themes have 2 different backgrounds, one for section headers and one for the others, so it is possible to distinguish those slides.
- In the sidebar, click Fill, and then click the Solid, Gradient, Picture or Texture, or Pattern tab to choose the background fills that you want. To remove custom backgrounds and apply the default background for the theme to all slides, click the Solid tab. On the Color pop-up menu, click Automatic, then click Apply All.


### Navigating from Slide to Slide

- You can move from slide to slide by simply scrolling up and down using the vertical scroll bar on the right side of the window. There are two methods that can be used to navigate your slides. In normal view, you can click on the thumbnail to go to the slide you want and move slides vertically in the navigation pane. In slide sorter view, you can see more slides at the same time, which is useful when you want to organize large presentations. You can find the Normal View tab at the bottom of vertical

bar window  and to view your slides in Slide Sorter view you can click on  icon.

### Transitions

With PowerPoint, you can make a slide show as simple or as elaborate as you like. One simple way to add a little pizzazz to your presentation is to add transitions between your slides. Transitions make moving between slides more visually interesting. You can easily apply the same transition to all slides, including the effects and options you've selected for that transition.

1. On the Transitions tab, under Transition to This Slide, click the transition that you want; for example Fade. To see more transitions, point to a transition. You can click .
2. To vary the transition, such as the direction it moves on the screen, click Effect Options, then select the variation you want. Or, you can change other options such as duration, sound, or advancing the slide.
3. Under Apply To command box, click All Slides to apply your transition to all the slides.

### Views

- While working on your slide show, there are a few different ways you can view it as you're editing. To change views go to the bottom left hand corner. There are three views Normal View, Slide Sorter View and Slide Show.



Here are a few useful views:

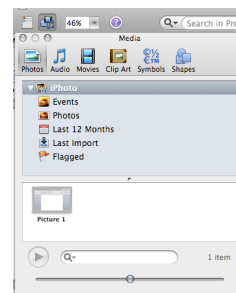
- The Normal View is the view that you see by default when you create the presentation. You see the slide in a WYSIWYG (what you see is what you get) fashion, and you have a sidebar on the left side of the window.
- The Slide Sorter view shows you thumbnails of all your slides. This view is useful if you want to quickly find a slide, or if you want to do a change to a batch of slides (like add a specific transition or animation). To add a transition to a batch of slides, go to Slide Sorter view, select the slides you want to apply the transition to, click the Transitions tab, and click on a transition.
- Clicking the Slide Show button will start your slide show. Click on your first slide, click this button and see how your slide show looks now. To move forward a slide, just click the mouse button.

### Changing Order of Slides

- If you want to move a slide to a different position in your slide show, drag its thumbnail in the side bar in Normal view or drag its thumbnail in Slide Sorter view.

### iPhoto and PowerPoint

- You can access your iPhoto, videos and audio collection within PowerPoint using the Show or hide Media Browser allows you to add pictures, videos and other features.



**11:00-11:30**

### Save a Presentation

- To save, click the File > Save. You can also use the CMD+S keyboard shortcut.

### Print a Presentation

- To print a slide show, click File > Print.... You will then see a number of options for printing. To save paper, it is a good idea to choose to print a handout or notes page, as opposed to printing the slides. You can choose what you want to print by clicking on the menu under "Print What."

### Save a Presentation for Use With Previous Versions of PowerPoint

- PowerPoint 2011 uses the same file format as PowerPoint 2008 which is a different file format than previous versions. Therefore, older versions of PowerPoint will not be able to open a PowerPoint 2008/2011 file without a compatibility add-on. However, PowerPoint 2008/2011 can save presentations in the older format. Click the File > Save As and choose PowerPoint 97-2004 Presentation (.ppt).

- The add-on from Microsoft is available [here](#). It is listed as Open XML File Format Converter for Mac 1.1.9 and found under Additional Tools.

#### Additional Resources

Review the Help within PowerPoint

PowerPoint 2011 has a built-in help system. Click Help > PowerPoint Help

- You can select a topic by clicking on the text, such as What's new .
- You can also type a word or phrase into the box at the top of the window, click the Search Help field, then select the topic of interest.

Review Online Microsoft Resources

- [PowerPoint Help and How-To](#)
- [Microsoft Office for Mac 2011](#)

Consult Atomic Learning

[Atomic Learning](#) is a provider of web-based software training videos and resources.

- [PowerPoint 2011 – Intro Training](#)
- [PowerPoint 2011 – Intermediate Training](#)